

INSTRUCTIONS FOR PREPARING JVST MANUSCRIPTS

Papers will be reviewed according to criteria set by the JVST and must meet JVST standards for both technical content and written English.

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The size of the LEEM/PEEM Workshop necessitates that manuscripts considered for publication follow length guidelines. All manuscripts are refereed to the same standards as regular JVST submissions.

Length Constraints:

1. Papers can contain up to 4000 words (4 journal pages) which corresponds to a total of 16 pages of double-spaced text, tables, figures, references, abstract, etc.
2. Each figure and table should be on a **separate page**.
3. Table and figure captions should be listed on a page, **NOT** under the table or figure.
4. Multi-component figures may take up more than one page (of the 16 pages allowed) if each component cannot be reduced to 1/6 of a JVST page.
5. The text should be **DOUBLE-SPACED** using a 12-pitch type and pages should have one inch margins on all sides.

Manuscripts exceeding these length requirements will be forwarded to reviewers with a notation that the manuscript must be shortened.

Authors may include their internet e-mail addresses along with all other footnotes in the following format: **Electronic mail: smith@foo.bar.com**

For any other details about manuscript preparation, please refer to the Information for Contributors in the JVST.

Manuscript deadline: May 17, 2002

PLEASE BRING THE ORIGINAL plus 2 COPIES WITH YOU TO THE CONFERENCE.

Information for Contributors

1. **Articles.** This journal publishes two types of articles: original research reports comprising a complete, detailed, self-contained description of a research effort and Critical Review papers that provide an updating of an area of science or technology pertinent to the scope of this journal. All articles must contain an abstract (see item 5).
2. **Brief Reports and Comments.** These are short submissions that either report a brief item of research or technology that does not require extensive descriptive writing or that comment on an item previously published in the journal. Brief Reports and Comments do not require the format structure of regular journal articles and do not require an abstract.
3. **Rapid Communications.** These are short submissions which contain important new results and are intended for accelerated publication. Rapid Communications are given priority in handling and do not require an abstract.
4. **Shop Notes.** These are "how to do it" papers. They should be written and illustrated so that the reader may easily follow whatever instruction or advice is being given. An abstract is not required for a Shop Note.
5. **Abstracts.** An abstract must accompany each article. The abstract should be typed (double-spaced) on a separate page. It should be adequate as an index and as a summary. It should give all subjects, major and minor, concerning which new information is presented. It should give the conclusions of the article and all numerical results of general interest. An abstract is usually reprinted verbatim in abstract journals. Therefore, great care should be used in writing it.
6. **Manuscripts.** Manuscripts are accepted with the understanding that they have not been copyrighted, published, or accepted for publication elsewhere. Manuscripts must be in English, typewritten, double-spaced on one side of the page, on 11 in. durable, opaque, white paper. An original and two (2) copies must be submitted. Wide margins should be provided to permit editorial instructions to the printer. Authors should adopt a particular way of writing their names in the "by-line" and use the same name for all publications. This practice makes indexes more useful and less confusing. Upon acceptance, a copy of the text portion of the manuscript on computer disk is requested. See item 15 below.
7. **Style.** Authors are expected to follow the conventional writing, notation, and illustration style prescribed in the American Institute of Physics Style Manual which is available from the AIP, c/o AIDC, 64 Depot Rd., Colchester, VT 05446; 1-800-809-2247, for \$10.00 prepaid. Authors should also study the form and style of printed material in this journal. The SI units should be used.
8. **Illustrations.** All illustrations must accompany submitted manuscripts and, like the manuscripts, they must be in duplicate. Every illustration must be referred to in the main text in consecutive numerical order. A caption (legend) must accompany each illustration. Captions must be typed double-spaced on a sheet of paper at the end of the manuscript. Drawings should be planned with oversize lettering and wide-spaced coordinates to be reproduced satisfactorily within single-column width (85 mm, or 3 in.).

Principal letters on figures are reduced to approximately 1.5 mm or 1/16in. or, if a Leroy lettering device is used, to #060, regardless of the overall size of the drawing. For best results, draftsmen should be given a recent copy of the journal to familiarize themselves with the proportions to be followed.

Line drawings are preferable to photographs and must be made with India ink on plain white paper or tracing cloth. Coordinate paper is not satisfactory, but if used must be blue-lined with all coordinates to be reproduced ruled in with India ink. Illustrations must be held, with rarest exceptions, to 11 in. High-quality glossy prints with sharp even lines and lettering may be submitted in place of original drawings when these are of exaggerated size and awkward to handle.

Photographs of standard apparatus in a laboratory setup are not instructive and should not be included. Pictures should be glossy prints with a maximum black and white contrast. Do not write heavily on the backs of photographs or clip or staple them so as to mar the picture. Write on the back or margin of each illustration the figure number and the author's name.

Authors must assume responsibility for the quality of computer-generated graphs or charts. It is necessary to exercise control over the computer-driven printer so that the lines of a graph are dark enough for reproduction.

If the labeling on a computer-generated plot is of poor quality, have an illustrator superimpose acceptable hand drawn characters on the plot. Computer-generated plots made up of small horizontal and vertical line segments may be rejected if the segments are not short enough.

9. Mathematics. Mathematical expressions should be typewritten as completely as possible, with unavailable symbols being carefully inserted in ink. Special care should be given to make equations and formulas clear to the typesetter, and all handwritten letters and symbols that cannot be typed should be identified in the margin and only the first time that such occur. Clearly distinguish capital and lowercase letters where there could be confusion. Use fractional exponents to avoid root signs. Extra symbols should be introduced to avoid complicated exponents or where it is necessary to repeat a complicated expression a number of times. Use the solidus (/) wherever possible for fractions. Do not repeat mathematical derivations that are easily found elsewhere in the literature; merely cite the references.

10. References. References should be collected and typed (double-spaced) on a separate page. They should be numbered consecutively and arranged thus:

--- A. B. Smith, *Phys. Rev.* 41, 852 (1932).

--- H. Lamb, *Hydrodynamics*, 6th ed. (Cambridge University Press, Cambridge, England, 1940), pp. 573, 645.

A list of the abbreviations for the names of journals appears in the Style Manual.

11. Tables. All but the simplest tabular material should be organized into separate tables. Tables should be numbered with Roman numerals and typed on sheets at the end of the running text. Each table must have a caption typed at the top of the table, which makes the data in the table intelligible without

reference to the text. Avoid complicated column headings. If necessary, use symbols which are explained in the caption. Type a double horizontal line below the caption, a single line below the headings, and another double line at the end of the table. Long tables should, if possible, be submitted in a form ready for direct photo reproduction. Photo reproducible tables (including captions) are typed single-spaced on an electric typewriter with Elite type or an equivalent proportional-spaced typeface, and have been designed to fit in one journal column (85 mm or 3in.) or across two columns (180 mm, or 7 in.). Since they will be photo reduced by a factor of 0.75 anticipate photo reduction by making the typing-area dimensions of the tables $\frac{4}{3}$ larger than the final column and page dimensions given above. Detailed instructions for preparing camera-ready tables are available from the Editorial Office.

12. Publication Charges comprise the major source of income for this journal. Consequently, author's institutions or companies are asked and urged to pay a publication charge of \$95 per printed page which entitles them to 100 reprints without covers.

13. Correspondence and Alterations. Send manuscripts to the JVST Editorial Office, Caller Box 13994, 10 Park Plaza, Suite 4A, Research Triangle Park, NC 27709, ph: 919 361-2787, fax: 919 361-1378, e-mail: jvst@jvst.org

Manuscripts to be published in special issues (papers from conferences) should be sent to the Guest Editor appointed for the particular Conference. Please do not send the Editor any correspondence about proofs, reprints, or publication charges. If your paper is accepted for publication, you will be notified by the Editor. Any alterations can be made at this time. You will also be notified when your paper is sent to the American Institute of Physics. All subsequent correspondence about your paper should be addressed to the Editorial Supervisor, JVSTA JVSTB, American Institute of Physics, 500 Sunnyside Boulevard, Woodbury, NY 11797-2999. Reference must be made to the author, journal, and scheduled date of issue.

14. Proofs of Articles will be sent to you and should be returned promptly to the Editorial Supervisor, JVSTA or JVSTB, AIP. A few alterations in proof are unavoidable, but the cost of making extensive alterations or of correcting mistakes caused by careless preparation of the manuscript will be charged to the author. Unless corrected proofs are returned punctually, your paper will be published in uncorrected form and will be so labeled.

15. Computer Disks. A copy of the final, accepted manuscript on a computer disk should be submitted to the JVST Editorial Office, Caller Box 13994, 10 Park Plaza, Suite 4A, Research Triangle Park, NC 27709. The requested format is Word Perfect or Word, but disk versions may also be submitted in ascii, L^AT_EX, or REVTeX formats. Disks must be labeled with the manuscript file name, manuscript title and authors, and word processing format used.

16. Electronic Mail. Authors may include their internet email addresses along with all other footnotes in the following format: Electronic mail:smith@foo.bar.com